

CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
	MILLS, Montrell E.	01/31/24	M	13	
7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. HQ CD		
Investigator	OS	Washington, DC	1		
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL
			<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (from-to)		14. DATE REPORT DUE IN O.P.			
1 January 1973 - 31 December 73		31 January 1974			

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C

PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	As Action Officer, responds to handle personnel security problems as they relate to Agency personnel and associates. When necessary independently determines the degree of significance and the level of priority as action required.	RATING LETTER
SPECIFIC DUTY NO. 2	As Action Officer, plans and conducts investigations, interviews and interrogations to develop facts in personnel security problem cases. Prepares memoranda and reports pertaining to these cases and affords verbal briefings to higher authority within the Office of Security and other components of the Agency.	RATING LETTER
SPECIFIC DUTY NO. 3	Handles personnel security liaison with police and security units in the Washington Metropolitan Area.	RATING LETTER
SPECIFIC DUTY NO. 4	Reviews and analyzes a wide variety of operational support requests to determine the validity of the request and the best investigative techniques to insure accomplishment. Meets with case officers and other representatives of operating components regarding more sensitive support matters.	RATING LETTER
SPECIFIC DUTY NO. 5	Provides direction and guidance to the domestic field offices through letters of assignment and TWX's wherein he sets forth the methods and means to be used to insure successful completion of support requirements.	RATING LETTER
SPECIFIC DUTY NO. 6	Reviews and analyzes the investigative results from the domestic field offices to insure compliance with requests and disseminates the finished product to the requestor.	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	RATING LETTER
	S

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SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Mills was placed under the supervision of the rater in August 1973 as a result of the Office of Security reorganization. He has served as a Security Officer in the [redacted] since May 1968. Mr. Mills was promoted to GS-13 in May 1958.

The physical separation of the [redacted] into three locations until December 1973, together with the long DDO association with the former [redacted] location and the long time personal association with the DDO officers have tended to make it difficult to wean the DDO from calling on Mr. Mills. Therefore, until recently Mr. Mills has continued to handle support type cases as opposed to personnel security type cases. Based on the few [redacted] type cases that Mr. Mills has handled there is no reason to believe that he can not perform in this area with the same high degree of proficiency that he has maintained in support type cases.

(Continued)

SECTION E

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT

DATE

18 Jan '74

SIGNATURE OF EMPLOYEE

Montrell E Mills

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

5

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

16 Jan 1974

OFFICIAL TITLE OF SUPERVISOR

Chief, [redacted]

TYPED OR PRINTED NAME AND

SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The writer has had general supervisory responsibility for Mr. Mills during the entire rating period. The letter ratings and the comments of the rating officer concerning Mr. Mill's work performance are considered to be accurate, and are concurred in. One comment appears to be in order, however, concerning the letter ratings for duties 1, 2 and 3. For a variety of reasons, e.g., vacations, operational support case workload, Mr. Mills did not have an opportunity since the reorganization of the Office to become involved in enough of the personnel security [redacted] cases to be able to

DATE

18 January 1974

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, [redacted]

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MILLS, Montrell E.

SECTION D (Continued)

It is felt that Mr. Mills truly typifies the "professional" in the realm in general security support work. He has developed and maintained excellent rapport with the Security Field Offices and the case officers of the DDO. He takes great pride in assuring that his assignments are carried out in a manner which will reflect credit on the Office of Security. This has certainly been attested to by the many genuinely sincere commendations which appear in his file.

Mr. Mills does not hesitate to offer his views regarding approaches to an assignment and more often than not his judgment and initiative have contributed greatly to the DDO representatives in reaching solutions involving difficult problems. He has a definite ability to keep a number of cases active and at the same time assure that deadlines are met. He is resourceful and completely dependable. In the absence of the rater he acts as the Chief of the [redacted]

Perhaps the strongest indication of his character, integrity, and dedication to the office is reflected in his spirit and enthusiasm in achieving a quality product.

Another of Mr. Mills exceptionally qualities is his unselfishness--he is always ready to assist other members of the Branch regardless of the time of day in whatever tasks they may have or regardless of the personal inconvenience it may cause him.

The only weakness this rater can find in Mr. Mills is occasionally in his written work. He has slight difficulty with his sentence construction; however, this is only an occasional problem, and overall is offset by his ability to identify and report on the problem at hand in a complete and concise manner.

Mr. Mills will be leaving the [redacted] on 21 January 1974 to take an assignment with the Office of [redacted] Working with him has been a distinct pleasure.

SECTION E (Continued)

develop the expertise now required of the generalist officer assigned to the [redacted] However, the writer believes that Mr. Mills would have increased his level of performance in these areas quickly from additional exposure, if he had not been transferred to a new assignment. Two strong points, in addition to those previously mentioned, stand out in Mr. Mills overall performance. These are loyalty to his supervisors and the Office of Security and dependability on the job. With regard to the latter, he has always been ready and available after hours to do any job asked of him and without the benefit or thought of overtime.

The writer would be pleased to have Mr. Mills work for him at any time in the future.